

# USPS Curseen-Morris P&DC Parking Lot Preliminary/Final Submission Narrative

NATIONAL CAPITAL PLANNING COMMISSION

January 29, 2015



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### **Attachments**

- 1 Existing Site Plan Site Plan, Demolition Plan
- 2- Drawings of Proposed Parking Layout Site Plan, Landscape Plan
- 3 USPS Record of Environmental Consideration

### 1. Project Name and Location

The project involves the re-organization of the parking lot facilities for employees and postal vehicles on the site of the existing Curseen-Morris P&DC at 900 Brentwood Rd NE, Washington, DC 20018.

## 2. Name and Telephone Number of Agency Project Manager

The project manager for the United States Postal Service is Christopher Dull. Mr. Dull can be contacted by phone at 336-605-3532. His address is United States Postal Service, Eastern Facilities Service Office, PO Box 27497, Greensboro, NC 27498-1103.

# 3. Project Description

### **Background and Objective:**

As part of a consolidation/optimization program, there is an opportunity to consolidate an existing carrier operation from a nearby high cost leased facility into this owned branch. Due to efficiency in mail processing and sorting equipment, over time the amount of floor space required for these operations has decreased, therefore freeing up area within the Curseen-Morris facility for additional carriers and allowing for a consolidation of facilities. The consolidation will help optimize operations from one central facility.

### Zoning:

The site is currently zoned Industrial Use (M). The parcel is surrounded by Industrial zoning and Commercial and light manufacturing zoning.

M zoning allows Public Use, which the Post Office would be considered as such, therefore, the use is a by-right use and allowed. The site area is comprised of approximately 1,690,828 Sq. Ft. with a floor area ratio of .40, the maximum allowable floor area ratio (FAR) is 6. The current building footprint is approximately 514,500 Sq. Ft.

### **Existing Conditions:**

The Curseen-Morris Processing and Distribution Center located at 900 Brentwood Rd, NE, Washington, DC is a 680,000 square foot USPS owned facility that is located on a 38.81 acre site. The site is bounded by Brentwood Rd to the east and the Washington Metropolitan Transit Authority train tracks from the North corner of the site down and around to the southeast corner of the site. The metro rail also runs along the edge of the site from the North corner down to the Southwest edge. There is a low-rise commercial building to the Northeast.

The majority of the site area is developed with a surplus of parking spaces to meet the facilities existing employee demand. There is a 9.3 acre employee parking lot on the south end of the building providing 1219 employee parking spaces. At the front entrance to the retail portion of the facility, there are 52 customer parking spaces and an additional 69 employee parking spaces. At the north end of the facility, there is a 7.8 acre parking lot for postal vehicles, including trucks and carriers. This is where carrier and truck loading and unloading currently operates.

Majority of the asphalt parking lots, concrete sidewalks, curbs and approaches are in good condition. Repair and replacement in a few areas will be provided to accomplish a safe walking surface for employees.

# **Existing Facility Data**

SSL: 3605 0815

Tax Type: US

Owner: United States of America

Neighborhood: Brentwood

Sub-Neighborhood: C Ward: 5

Land Use Code: 64 - Parking Lot- Special Purpose

Land Area (Acres): 38.81 Land Area (Sq. Ft.): 1,690,828

Zoning: M

Utilities: Water, Sewer, and Gas are available

Historic Overlay District: No

Year Built: 1984 Building Area (Sq. Ft.): 680,000

Stories: 2

### **Existing Parking Tabulation at South Parking lot**

Employees 1195 spaces Handicap 24 spaces Total 1219 spaces

# Existing Parking Tabulation at Front Entrance on Brentwood

Customer 52 spaces Employees 69 spaces Total 121 spaces

Existing site plan is included in Attachment 1.

### Parking Lot Program:

The current 9.3 acre south parking lot provides 1219 employee parking spaces. With 992 employees, and the facility having access to public transportation, bus stops and metro accessible, 1219 employee parking spaces at the south parking lot are no longer required at this site.

The reduced number of employee parking required allows the Curseen-Morris facility to consolidate carriers from a nearby facility. In consolidating carriers, the additional postal vehicles on site will require a secure parking area and pedestrian ramps for loading and unloading of the vehicles.

The proposed parking layout will incorporate a secure fenced area for the carrier LLVs and three separate entrances to the secured area from within the existing employee parking lot. This will require the relocation of handicap parking spaces and some employee parking spaces elsewhere in the south parking lot. Currently, the lower end of the south parking lot is unused due to the decline in the number of employees required at this facility. Therefore, the proposed layout will fully utilize that portion of the parking lot for employee parking.

With the proposed parking layout, the number of parking spots in the South parking lot will be reduced by 131 spaces. A proposed site plan is included in Attachment 2.

### Landscaping:

Any trees or internal islands removed due to the south parking lot reconfiguration will be replaced throughout the proposed parking lot layout. There are currently 16 trees that will need to be removed and displaced, as well as, approximately 13,350 SF of internal island areas with landscaping to be replaced. A proposed landscaping plan is located in Attachment 2.

### **Transportation:**

The property sits on Brentwood Rd which is off the main transportation network of 9th St surrounding the site. It is not anticipated that the addition of carriers to this facility would have any impact on its adequacy. At one point in time, this facility was at full capacity with employees but due to equipment efficiency over the last few decades the number of employees required has declined, therefore reducing the traffic in and out of the property. By consolidating carriers from another facility, the traffic in and out surrounding the site may increase compared to existing conditions, but shall not exceed the original capacity of the property and surrounding transportation networks.

Additionally, this property has direct access to public transportation which may relieve any employee traffic in and out of the site. There is a metro stop adjacent to the property with a direct walkway to the building and a bus stop on Brentwood Rd with direct access to the building for employees.

# Storm Drainage:

There are no observed Resource Protection Areas ("RPA's") on the site. In the case of this parking modification there will be no increase in impervious area and therefore no modifications to the storm water drainage system is required.

### 4. Site Uses and Allocations

Total Area of Site	38.81 Acres
Total Building Area	680,000 sq. ft.

### Parking Tabulation at South parking lot:

Proposed Postal Vehicle Parking	197	spaces
Proposed Employee Parking	871	spaces
Proposed Handicap Parking	20	spaces
Total	1088	spaces

### Parking Tabulation at Front Entrance on Brentwood (Not modified)

Customer	52	spaces
Employees	69	spaces
Total	121	spaces

### 5. Existing and Projected Assigned Employment

Existing Assigned Employment	992
Projected Assigned Employment	1143

# 6. Relationship of Project to Agency Master Plan

There is currently no master plan for development of the site.

### 7. Coordination with Affected Local and State Governments

It is anticipated that the scope of this project will have no affect on the DC Comprehensive Plan.

### 8. Status of Community Participation

The site is located in a mixed industrial area. No Community Participation process is anticipated.

# 9. Schedule for Construction and Occupancy

Construction is anticipated for Summer 2015 with a completion date of late Fall 2015.

## 10. Cost of Project and Funding Status

The cost of the project is estimated to be approximately \$1,352,000. Construction funding has not been finalized.

### 11. Transportation Management Program

Because the project will not increase employment levels to 500 or more employees, a TMP is not required.

### 12. Environmental Documentation

Pursuant to the Council on Environmental quality Regulations for Implementing the Procedural Provisions of the National Environmental Policy Act, the USPS has determined that this proposed project qualifies as a categorical exclusion under its procedures. See USPS Record of Environmental Consideration at Attachment 3.

### 13. Historic Preservation Documentation

This project is not subject to Section 106 of the National Historic Preservation Act of 1966 or to Executive Order 11593 of May 13, 1971. There are no historically significant attributes to this site or adjoining sites. This project will have no adverse effect on sites included in, or eligible for inclusion in, the National Register of Historic Places.

### 14. Floodplain Management and Wetlands Protection

This project is not located within any floodplain or wetland areas.

### 15. Sustainability

Per USPS Standard Design Criteria, this project is designed in compliance with the Energy Policy Act of 2005 (EPAct 05) and the Energy Independence and Security Act of 2007 (EISA) which mandate energy conservation measures.

# **Attachments**

NCPC -	Preliminary/	Final	Submission	Narrative
USPS Cu	rseen–Morri	s Park	ina Lot	

January 29, 2015

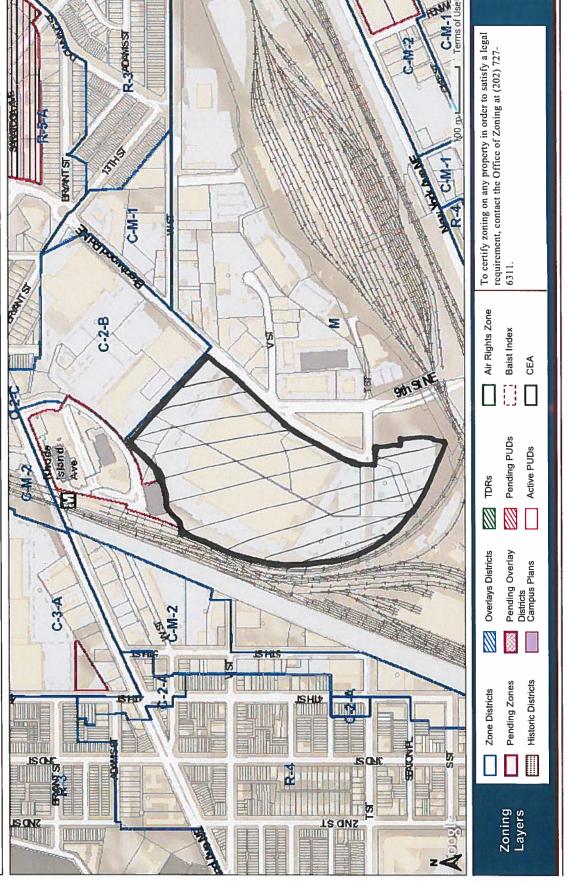
**Attachment 1** – Existing Site Plan



# District of Columbia Office of Zoning EXTRACT OF THE DISTRICT OF COLUMBIA ZONING MAP



January 28, 2015

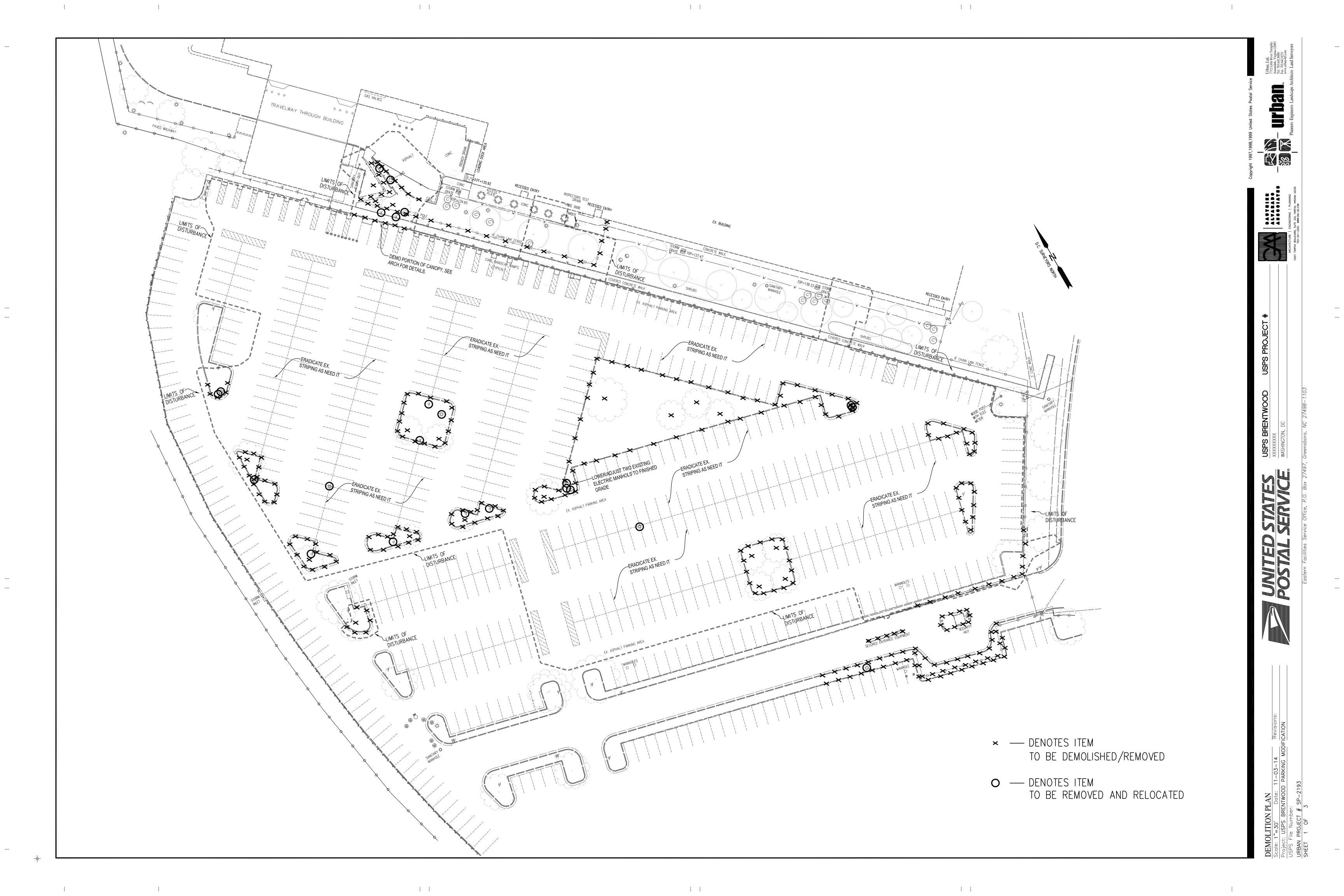


-SITE BOWNDARY



AREA OF PROPOSED WORK

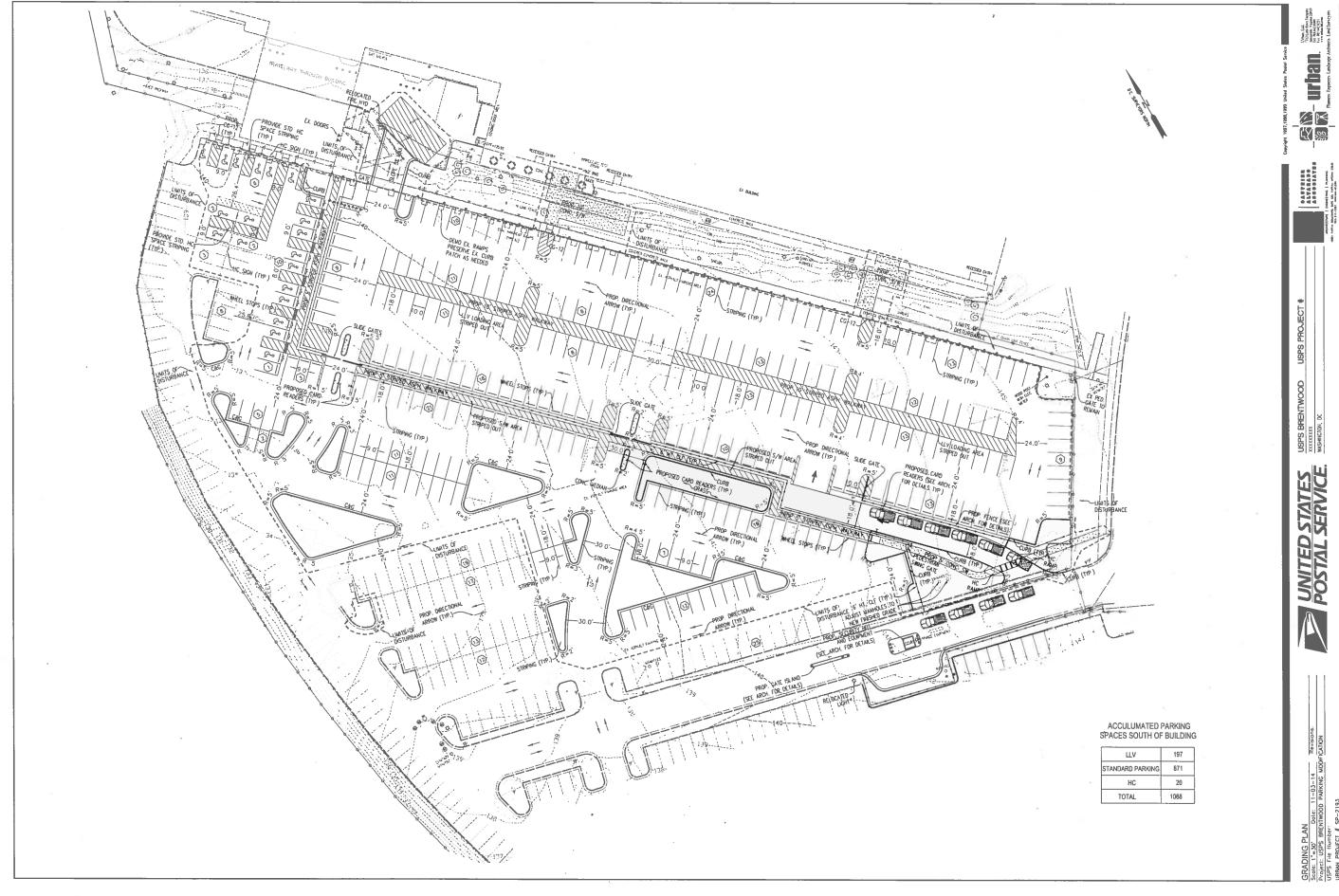
EXISTING SITE PLAN



NCPC - Preliminary/ Final Submission Narrative
USPS Curseen-Morris Parking Lot

January 29, 2015

Attachment 2 - Drawings of Proposed Parking Layout



UNITED STATES
POSTAL SERVICE.

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### PLANTING SPECIFICATIONS

### 1. Quality Assurance:

- Applicable Specifications and Standards:
- Fairfax County Zoning Ordinance, American Joint Committee on Horlicultural Nomenciature, American Standard for Nursery Stock, latest edition. American Association of Nurserymen andscape Specification Guidelines for Baltimore Washington Metropolitan Areas, latest edition

### 2 Submittels: Submit the following to the Owner's Representative prior to beginning work

### Copies of manufacturer's data for all materials required:

Copies of manufacturer's data for all materiate required.

Samples of required mulch material.

Chemical and mechanical analysis and samples of all existing soil, loppool, organic material and soil mits to be used.

Planding schedule showing the distes (samples and lates) proposed for each type of plant specified.

Planding schedule showing the distes (samples and lates) proposed for each type of plant specified. In the chedule each type of planting united the chedule each type of planting united in the chedule each very organized for any proposed changes in the approved planting season and a first of proposed sources for all plant materials.

List of proposed sources for all plant material.

- a. Deliver packaged materials in manufacturer's unopened containers or bundles, fully identified with name, brand, type, weight, and analysis. Store packaged materials in such a manner as to prevent damage or intrusion of foreign matter.
- b. Dig balled and burlapped (B&B) plants with firm, natural balls of earth, of a diameter not less than by below in a delayed by a plant list nor less than recommended by the American Standard for Nursery Stock that shown on the plant list nor less than recommended by the American Standard for Nursery Stock and of sufficient depth to include the fibrous and feeding roots. B68 plants will not be accepted if the ball is cracked or broken before or during planting operation.
- Deliver trees and shrubs after preparations for planting have been completed. Do not bend, bind, or file trees or shrubs in such a manner as to damage bank, break branches or destroy natural shape. If planting is delayed more than 6 howers after delevery, as these and shrubs in studie, protect from weather and mechanical damage, and keep most molets by heefingh hare not stock and covering plant bits with soil, peal most so or the acceptable naterial for balled stock. Parties shall be kept well waitened and shall not remain unplanted for longer than ten (10) days after delivery.
- d. Plants shall be lifted and handled from the bottom of the ball only.
- . Do not remove container-grown stock from containers until planting time.
- . Before planting, determine that areas to receive plant material have adequate subdrainage.
- The landscape contractor is responsible for drainage tests as necessary to identify any problems pric
  to beginning planting operations. Upon commencement of planting operations the landscape
  contractor assumes responsibility for soil conditions.
- b. Dig planting pits to full depth and dimensions indicated on drawings.
- c. At bottom of planning pit, excavalsi rectangular pit 12 inches by 12 inches by 18 inches deep. Culcibly pour valer into small pit to a deep in 61 inches lapproximately 3-3 34 galloni). Note them required for water to be completely shortome. Divide time noted by 6 is achieve versione part and absorption 1 inch of water. Where nate of absorption exceeds 60 minutes per inch, notify owner immediately for directions on how to proceed.

### 5. Planting shall be done only within the following dates except as approved by Owner

- a. Deciduous Trees and Shrubs: March 1 to May 31 and October 15 to December 15.
- b. Evergreen Trees, Shrubs and Vines: March 1 to May 31 and September 1 to November 15.
- All plant material shall be guaranteed by the Contractor for a period of 1 year from the date final acceptance to be in good, healthy and flourishing condition.

### 7. Materials for Planting:

- Mulch shall be double shredded hardwood bark. Submit sample for approval. Material shall be mulching grade, uniform in size and free from foreign matter.
- b. Leaf Compost shall be screened and free of trash,
- Coir Mesh (geo-textile blanket) shall be natural fiber geo-textile woven mesh composed of 100% coir (spun from coconal fiber) yam, containing 45% Light and 55% Cellulose. Opening in the mesh shall be 1 inch square (cominall by ...) inches trick, Yam count per yard shall be 42 warp x 37 weft. Fabric tensile strength shall be 412 km x 138km.
- . Twelve-inch hardwood stakes shall be Eco-STAKES by North American Green or equal.
- a. Fertilizer shall be commercial fertilizer for omamental trees, shrubs and ground cover. Fertilizer shall be provided in accordance with the recommendations of the soil lests. As a basis for bidding. Contractions shall assume a fertilizer with an analysis of this filtering. For Prosphorus and 4's Potassium. This fertilizer shall be granular with a minimum of 50% of the total Nitrogen in organic.
- Topsoft if required; shall be a fertile. Histate natural (sam, uniform in composition, free of stones, lumps, plants and their not debts and other estraneous nation of 1° in diameter and capable of 5.0 million of the control of the control of the control of their control of t
- g. Composted Pine Bark Fines shall be approved composted ground pine bark, having no particle with a dimension greater than 3/4 inch.
- h. Soll Mix shall consist of 3/4 existing soll and 1/4 composted pine bank lines or other approved organic matter; by volume.
- 8. Plant Materials (Refer to the PLANT LIST on the drawings for specific types and quantities of plants);
- . Plants shall be nursery grown in accordance with good horticultural practices. Plants shall either be obtained from local numeries and/or others, which have soil (heavy day) and disnatic conditions similar to those in the locality of the project. Plant material grown in sandy, well-drained soil will not
- b. Plants shall be true to species and variety and unless specifically noted otherwise, all plants shall be of specimen quality, exceptionally heavy, symmetrical, lightly-init plants, so trained or favored in their development and appearance as to be superior in form, number of branches, compactness and

1 1

- Plants shall be sound, healthy and vigorous, well branched and densely foliated when in leaf, free of disease, insect pests, eggs or larvae and shall have healthy, well-developped root systems. They shall be free from physical damage or any conditions that would prevent thriving health and the desired appear
- . Trees, which have a damaged or crooked leader, or multiple leaders, unless specified in the plant list, will be rejected. Trees with abrasion of the bank, sun scald, disfiguring knots, or pruning cuts more than 1 1/4 Inch diameter which have not completely callused, will be rejected.
- Plants shall conform to measurements specified in the plant schedules except that plants larger than specified may be used if acceptable to the Landscape Architect or owner. Use of such plants shall not increase the contract price. If larger plants are accepted, the root ball shall be sized for the larger
- Caliper Measurement: Shall be taken at a point on the trunk 6 inches above natural ground line for trees up to 4 inchs clameter, and at a point 12 inchs above the natural ground line for trees over 4 inches
- Plants shall be measured when branches are in the normal position. Height and spread dimensions specified refer to the main body of the plant and not from branch tip to tip.

### 9. Preparation of Areas for Planting:

- Stake out all plant material beds and tree locations for approval of Landscape Architect or owner prior to any bed preparation.
- Shrubs Shrub Beds and Hedges on slopes of 3.1 or less; Loosen soil in the area of endre plant bed or hedgewu to a depth of 6 inches minimum with a noteiller. Add soil amendments and rodill ligals to a depth of 6 inches. Excavate plant pit and hedge trenches a minimum of 12 inches wider than the root hall or barn root on all sides. The depth shall be sufficient to slow shrub to sid 2 inches above frished:
- Shrub Beds on Slopes of Greater than 3;1; Amend soil as above, Spread coir mesh across entire area of should be all store as the content than 1.1. I which does all success a pleast the store as the service of the store as the service and the service as the s
- Ground Covers and Seasonal Plansings: Loosen soil to a depth of 6 inches minimum with a nototiller; Add amendments to the soil and/or specified plansing soil risk and nototill again to a depth of 6"; Install plants directly into prepared bed, and firm the soil mix around them.
- Groundcover on Slopes of Greater than 3:1; Amend soll as above or by hand as required. Spread leaf compost to 2 inches in depth immediately prior to placing coir mesh. Spread coir mesh across entire area of groundcover bed in steep slope area per manufacturer's specifications. Each ground cover shall be placed in an individual planting pit planted through the biodegradable netting.
- Trees; Excavate plant pit walls vertical and scarify slides. Plant pit depth shall be sufficient to allow 2 inch maximum of root ball to be above finished grade. Tree pit shall be 12 inches wider than the ball on all slides

### 10. Erosion Control Material and Planting on Steep Slopes

- Amendation watering and resign of seep suppose.

  Attential meeting for enguirements of this specifications shall be installed and maintained on the designated areas as shown and specified. The areas to be covered shall be prepared and fertilized as specified before the ensisten material is placed. Immediately prior to the planning operations, the material shall be laid evenly, smoothly and in contact with the soil throughout.
- b. Lay erosion control materials with one inch nominal openings in accordance with manufacturer's Instructions, Unroll in direction of water flow. Overlap sheets by at liaist 5 inches. Where strips are to be spliced lengthwise, overlap strips by  $\theta$  inches. Upgrade section shall be on top of all splices.
- The Contractor shall maintain and protect the erosion control material until the final inspection Administration and a manufacture and product uncertainties and a manufacture and establishment. Following the restoration of damaged areas under plant and furl guarantee and establishment encueraments for adjustable underlying them; the restoration entirely attacked to repair or replaced to meet the original requirements and maintained until the final inspection.

### General Plant Installation

- a. Excavation: Excavate all tree pits and planting areas to the width and depth shown in the planting details
- Center plant in pit and orient for the best visual effect. Sel plants plumb and hold rigidly in position until soil has been tamped firmly around root ball.
- Mix soil amendments and familizers with existing soil in accordance with soil recommendations for plant type, based upon soil test results as approved by Owner. Delay reising of fertilizer if planting will not occur within a few days.
- d. Backfill pit with planning soil mix, consisting of 2/3 existing soil and 1/3 organic material, and fertilizer until two-birds full. Tamp and water each layer thoroughly to sedie soil. After soil settles. Iti pit with remaining planning soil mix, water and shape surface so that it slopes to drain from trunk and matches ground at edge of planning pit.
- e. Musich within 48 hours after planning and after applying the pre-emergent herbicide, except ground cover areas i which shall have organic material placed before planning. Not a 2" layer of musich immediately after planning. All bed lines shall be cut with a smooth contracter edge to a minimum depth of 3 inches. Kneep musich out of the crowns of shrubs and off buildings, allowallus figure.
- All planting areas to contorm to specified grades after full settlement has occurred and mulch has been applied. Provide saucers around tree pits as shown on planting details. Remove all tags labels, strings, etc. from all plants.

### 12. Permanent Seeding or Sodding for Grass Areas:

- Lawn Seed or Sod varieties shall be an improved variety turk-type tall fescue blend. The landscape contractor shall select from varieties approved by the Maryland or Virginia Department of Agriculture.
- Refer to the Virginia Erosion and Sediment Control Handbook, for guidelines, specifications and installation techniques of seed and sod.
- 14. Maintenance shall begin immediately after each plant and lawn area is installed and shall continue until 90 days after final acceptance of the last section.





ALVARADO

SERVICE

POSTAL

LANDSCAPE PLAN AND DETAILS
Scole:1"-40" Date: 11-03-14
Project USPS BRENTWOOD PARKING MODRIG
USPS File Humber:
URBAN PROJECT | SP-2193
SREET 5 OF 5

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DECIDUOUS TREE PLANTING

January 29, 2015

**Attachment 3** – USPS Record of Environmental Consideration



# **Record of Environmental Consideration**

Name of Project

Curseen Morris P&DC pa	rking re-configuration
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Location of Project

### 900 BRENTWOOD RD NE Washington, DC 20018-1004

I have reviewed Postal Service NEPA guidance and have considered the environmental impacts of the proposed action. In the case of facilities projects, the requisite guidance is contained in Handbook RE-6, Facilities Environmental Guide. In the case of operational projects including construction and repair activities managed by districts, the requisite guidance is contained in Management Instruction AS-550-96-4, National Environmental Policy Act Operational Guidance.

The following activity has been taken based on information available to me, and, for operations projects, the recommendations of the appropriate environmental professional. For facilities projects, policy allows the Facilities Environmental Specialist (FES) to prepare and sign as the project manager.

(Check all that apply)			
No National Environmental Policy Act (NEPA) review is required.			
PS Form 8195, Operational Environmental Checklist (Use only for operational projects.)			
PS Form 7498-D, Facilities Environmental Checklist.(Use only for facilities projects.)			
Categorical Exclusion No. (e) (11) was applied.			
An Environmental Assessment was prepared and a Finding of No Significant Impact (FONSI) was issued.			
An Environmental Impact Statement was prepared and a Record of Decision (ROD) will be issued.			
Name of Project Manager or Preparer	Telephone Number (Include Area Code)		
Christopher G. Dull	336-605-3532		
Signature of Project Manager or Preparer Christopher G. Dull	Date (Month, Day, Year)		
2015.01.27 18:19:06 -05'00'	01/27/2015		
Name of Responsible Official	Telephone Number (Include Area Code)		
Clement Schulze	336-665-2827		
Signature of Responsible Official	Date (Month, Day, Year)		
2015.01.28 15:14:10 -05'00'	1/28/2015		

NOTE: When an Environmental Assessment or an Environmental Impact Statement is required, this form must accompany the NEPA documents presented to the approving official. When no NEPA review is required or an environmental checklist completes the environmental review process, this form must accompany the Justification of Expenditures documentation or the Decision Analysis Report presented to the approving official. A copy of Form 8194 is retained with the project file.



# **Facilities Environmental Checklist**

Project

Curseen Morris P&DC parking re-configuration

Address (No., Street, City, State, ZIP + 4) 900 BRENTWOOD RD NE WASHINGTON, DC 20018-1004

Site Size 1690828 SF	Proposed Building Size 680000 sf		10 - 41 - 11
Assessment Items	The Control of the Co	Yes No	Unknown
Will the action taken affect site or is site on or n	ear the following:	(Check on	e)
Wetlands, adjacent streams, or lakes.		~	
2. 100-year floodplain.		~	
Coastal Zone Management Area.		V	
4. Critical habitat or rare or endangered speci	es.	~	
5. EPA or State Superfund, or priority cleanup	site.	~	
6. Historic, cultural, or archaeological resource	es.	~	
7. Prime, unique, or important farmland.		~	
8. Park lands or wild or scenic river.		~	
9. Drinking water supply.		~	
10. Human health and safety.		~	
11. Traffic (e.g., site access constraints, conge	stion).	~	
Will the action result in the following:			
12. Changes in land uses on or near site (e.g.,	zoning).	~	
13. Changes to topography (slopes over 15%,	grading, fill, soil erosion).	~	
14. New air pollution sources (impacts on air c	onformity).	~	
15. Modification of public utilities.		~	
16. Reduction in force involving more than 1,00	00 positions.	~	
17. Relocation of 300 or more employees more	e than 50 miles.	<b>~</b>	
18. Excessive noise (presence of sensitive rec	eptors).	~	
		(Che	ck one)
Is the proposed action listed as a categorical ex	cclusion in 39 CFR, Part 775?	✓ Yes	☐ No
If the action is categorically excluded, does the circumstances that may cause it to have a sign of ves. please describe below.		Yes	✓ No

Action Required				
(Check one)				
The checklist contains no "Yes" answers, to the best of my knowledg necessary. Place this checklist in the project file.	e, therefore no further NEPA review is			
The checklist contains one or more "Yes" or "Unknown" answers, to the best of my knowledge. The Facilities environmental specialist will determine the need for further environmental studies.				
Note: Completion of Form 7498-D does not preclude, exempt, or fulfill due diligence process requirements.				
Notes:				
Checklist Completed By (Print name)	Date (Month, Day, Year)			
Christopher G. Dull	01/27/2015			
Signature of Individual Completing Checklist Christopher G. Dull 2015.01.27 18:22:30				
-05'00' Title	Telephone Number (Include area code)			

Implementation Project Manager

336-605-3532